

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



**SENIOR ADMINISTRATIVE ASSISTANT**

**Salary Range:\$50,812.58-\$65,330.46 YEARLY**

## **POSITION**

Vacancy is in the Contract Compliance and Enforcement Division of the Office of Human Relations. Under general supervision, provides responsible administrative assistance within the department by assisting in the review and audit of construction projects and contracts in compliance with federal, state labor standards, and equal employment opportunities. Develops and establishes policies and procedures to implement the City of Hartford's Suppliers Diversity and Contract Compliance Program. Provides technical assistance to City departments with regards to contract compliance, civil rights and equal opportunity programs. Coordinates and provides training programs for city departments regarding the prevailing wages, labor standards, and contract compliance requirements. Evaluates construction projects for compliance with federal, state labor standards, equal employment opportunities and civil rights compliance. Provides staff support to boards and commissions as requested by supervisor and/or director. Performs related work as required. This is a union position. The hours of work are 40 per week and the above salary includes 5% in lieu of overtime.

## **QUALIFICATIONS**

Graduation from an accredited four-year college or university with a major in business administration, public administration or a closely-related field. Two years of progressively responsible experience in public service, one year of which must have involved responsible administrative and supervisory experience in the departmental programs or functions listed above. Full-time professional experience in administrative work may be substituted for the above educational requirement on the basis of one year of experience for each year of college completed. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

**MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION.**  
**MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENCE FORM.**

## **EXAMINATION**

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of principles and practices of public administration; Knowledge of the functions and technical procedures of the departmental programs involved; Knowledge of office management; Knowledge of Microsoft Office and Microsoft Access; Ability to perform independently and to develop complex reporting tools; Ability to supervise and train staff; Ability to establish and maintain effective working relationships with other employees and the general public; Ability to express oneself clearly and concisely, orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL TUESDAY, AUGUST 10, 2010.**

**Exam No: 2652**

**Issued: 7/20/2010**

### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

**DEPARTMENT OF HUMAN RESOURCES**

**MUNICIPAL BUILDING**

**550 MAIN STREET**

**HARTFORD, CONNECTICUT 06103**

**TELEPHONE (860) 757-9800**

### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

**CITY OF HARTFORD  
RESIDENCY AFFIDAVIT**

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

**NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.**